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2 December 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Committee for the Review of Printing Requirements

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1. The ad hoc committee for the review of printing requirements held its second meeting on 27 November. This meeting was devoted to a briefing by Mr. [REDACTED], Chief, Printing Services Division, OL (PSD), of over-all Agency printing requirements. The briefing introduced the committee to the broader problem areas before the review of requirements on an individual basis is undertaken. Some of the major points of the briefing regarding possible reductions in workload are noted:

a. Some reduction in workload could be accomplished if PSD is given the responsibility of determining format for Agency printed material.

b. A certain amount of color in publications is necessary and desirable, but certain savings in time and money could be realized if requesting offices conferred with PSD during the initial planning of publications.

c. Certain major programs should be reviewed to determine to what extent reductions can be made in workload. For example, [REDACTED]

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d. The installation of certain new printing equipment and adoption of new printing techniques would reduce the number of employees required for FBIS requirements by one-half and result in a savings in paper cost of about [REDACTED] annually. Cost of new equipment is estimated to be [REDACTED]

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25 YEAR RE-REVIEW

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downgrading and
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e. The publication, "Press Comments", requires the services of one full time employee. This and similar publications should be reviewed to determine if they are needed on a continuing basis.

2. During the week of 2 December the Committee will review DD/I requirements. The review will consist of an analysis of printing requisitions submitted for the month of November and an examination of publications produced during the same period.

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